



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMEU-GFW-ZA

9 August 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter # 4; Alternative Dispute Resolution (ADR) for Equal Employment Opportunity (EEO) Matters

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope.** This policy letter is applicable to all U.S. Civilian employees, Civilian applicants for employment, and Soldiers within the USAG Grafenwoehr area of responsibility. Violators of this policy and leaders who fail to take the appropriate action are subject to administrative or punitive actions to include punishment under the Uniform Code of Military Justice.
3. **References.**
 - a. Code of Federal Regulations, Title 29, part 1614, Federal Sector Equal Employment Opportunity, section 1614.105(b)(2) and (f).
 - b. AR 690-600, Equal Employment Opportunity Discrimination Complaints.
 - c. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) - 715 (<http://www.eeoc.gov/federal/eeomd715.html>).
4. **Policy.**
 - a. The USAG Grafenwoehr offers voluntary alternative dispute resolution (ADR) to address conflicts, disputes, complaints, grievances, or other dissatisfactions arising in the workplace. Voluntary participation in this process will not adversely affect any individual's statutory and/or regulatory avenues of redress such as EEO complaints, inspector general (IG) complaints, formal grievances, appeals, etc. The USAG Grafenwoehr EEO Office is responsible for providing additional program guidance and will coordinate the voluntary ADR program.
 - b. Voluntary ADR is an effective method of resolving workplace disputes and is best described as assisted negotiations between two (or more) parties with impartial mediators facilitating the process but representing neither side of the dispute. Alternative dispute resolution is one of the most powerful tools in resolving conflict in that the two parties retain control over decisions and agreements rather than relinquishing that power to a third party adjudicator. It is particularly useful when the parties must continue some type of relationship (e.g., subordinate/supervisor work relationships or co-workers).
 - c. To ensure prompt resolution of complaints at the earliest stage, I direct all supervisors and managers to engage in ADR efforts when requested by employees. Likewise, I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace disputes as they arise.

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d. Civilians should report conflicts, disputes, complaints, or grievances arising in the workplace through their chain-of-command or to the EEO office.

5. **Point of Contact.** Point of contact for this memorandum is the USAG Grafenwoehr EEO Office at 475-8360.

A handwritten signature in black ink, appearing to read 'Avanulas R. Smiley', is positioned above the printed name.

AVANULAS R. SMILEY
COL, IN
Commanding

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